



CO-CURRICULAR

HIFZ

FRAMEWORK:

PARENT AND

STUDENT

HANDBOOK

INTRODUCTION

The study of the Holy Quran enables us as teachers and students to connect with the divine words of The Al-Mighty. This bond and connection with the words of Allah Ta'alaah will inevitably have a direct positive impact on our spiritual and physical wellbeing.

The divine words of Allah are certainly the primary source of peace that calm and liberate one from the constraints of this world.

The Holy Quran is a source of healing from all forms of ailments as Allah Ta'alaah has said:

- **“And [God] shall heal the breast of the believers.”(Al-Tawba - 9:14)**
- **“Mankind there has come to you a guidance from your Lord and a healing for (the diseases) in your hearts, and for those who believe a guidance and a mercy.” (Yunus - 10:57)**
- **“And We sent down in the Quran such things that have healing and mercy for the believers.” (Al-Isra - 17:82)**
- **“And declare (O Muhammad) that [the Quran] is a guidance and healing for the believers.” (Fussilat - 41:44)**

Consistent with the school's vision statement, the Co-Curricular Hifz Department has been established to facilitate for the spiritual growth of students and teachers.

VIRTUES OF TEACHING AND MEMORISING THE HOLY QUR'AN

- Uthman (R.A) narrates that the prophet peace be upon him said: “The **best amongst you** is he who learns the Quran and teaches it”. (Bukhari)

- Muaath Johani (R.A) reports that the prophet peace be upon him said: “Whoever reads the Quran and acts upon what is in it, **his parents** will be made to wear a crown on the Day of Judgement, the brilliance of which will excel that of the Sun, if the same were within your worldly houses. So, what do you think about the person who himself acts upon it?” (Ahmad)

- Abdullah Ibne-Amr (R.A) reports that the prophet peace be upon him said: “On the day of Judgement it will be said to the man devoted to the Quran, go on reciting the Quran and continue ascending the storeys of Jannah (Paradise) and recite in the slow manner you had been reading in the worldly life; your final abode will be where you reach at the time of the last ‘ayah’ of your recitation.” (Ahmad)

- Abu Huraira reported: The Messenger of Allah, peace and blessings be upon him, said, “Whoever calls to guidance will have a reward similar to those who follow him, without detracting from their rewards at all. Whoever calls to misguidance will have sin upon him similar to those who follow him, without detracting from their sins at all.” (Muslim)

Glossary of Terms

Manzil	The previous Ajzaa’ that have been memorised
Mukammal	Recitation of the recently completed Juzu’ either to the same teacher or to an alternative teacher.
Muraja’a	Revision
Nathirah	Open book recitation of the Quran.
Sabaq	The new daily lesson
Sabqi	The Juzu’ in which the new lesson is in and the previous Juzu’ (or part thereof)

MEMORISATION SCHEDULE

Year Level	Parts (Ajzaa') to be memorised	Total Number of Ajzaa' to be memorised by the end of that year
Year 4 (first year)	Term 1: Juzu 1, Juz 2 (First Quarter)	5
	Term 2: Juzu 2 (Three Quarters), Juzu 3 (First Half)	
	Term 3: Juzu 3 (Second Half), Juzu 4 (Three Quarters)	
	Term 4: Juzu 4 (Last Quarter), Juz 5	
Year 5 (second year)	Term 1: Juzu 6, Juzu 7	8
	Term 2: Juzu 8, Juzu 9	
	Term 3: Juzu 10, Juzu 11	
	Term 4: Juzu 12, Juzu 13	
Year 6 (third year)	Term 1: Juzu 14, Juzu 15	8
	Term 2: Juzu 16, Juzu 17	
	Term 3: Juzu 18, Juzu 19	
	Term 4: Juzu 20, Juzu 21	
Year 7 (fourth year - males)	Term 1: Juzu 22, Juzu 23	7
	Term 2: Juzu 24, Juzu 25	
	Term 3: Juzu 26, Juzu 27, Juzu 28 (First Half)	
	Term 4: Juzu 28 (Second Half), Commencement of Revision: Juzu 1-10 (1/4)	
Year 8 (fifth year - males)	Revision (Muraaja'a) Term 1: Juzu 11-23 (1/4)	30
	Term 2: <ul style="list-style-type: none"> ▪ Juzu 24-30 (1/4) ▪ Juzu 1-10 (1/2) 	
	Term 3: <ul style="list-style-type: none"> ▪ Juzu 11-30 (1/2) ▪ Juzu 1-15 (1 Juzu) 	
	Term 4: <ul style="list-style-type: none"> ▪ Juzu 16-30 (1 Juzu) ▪ 3 Ajzaa (whole Quran) ▪ 5 Ajzaa (whole Quran) ▪ 10 Ajzaa (whole Quran) 	

Year 7 (fourth year – females)	Term 1: Juzu 22, Juzu 23	7
	Term 2: Juzu 24, Juzu 25, Juzu 26 (1/2)	
	Term 3: Juzu 26 (1/2), Juzu 27, Juzu 28	
	Revision (Muraaja'a) Term 4: revision: Juzu 1-14 (1/4)	
Year 8 (fifth year – females)	Term 1: Juzu 15-26 (1/4)	30
	Term 2: <ul style="list-style-type: none"> ▪ Juzu 27-30 (1/4) ▪ Juzu 1-15 (1/2) 	
	Term 3: <ul style="list-style-type: none"> ▪ Juzu 16-30 (1/2) ▪ Juzu 1-20 (1 Juzu) 	
	Term 4: <ul style="list-style-type: none"> ▪ Juzu 21-30 (1 Juzu) ▪ 3 Ajzaa (whole Quran) ▪ 5 Ajzaa (whole Quran) ▪ 10 Ajzaa (whole Quran) 	

Parents' Role and Responsibilities Policy [Daily Hifz Homework Schedule]

Students are expected to dedicate daily time towards their Hifz homework under the direct supervision and support of their parents / care-givers, as per the following schedule outlined below.

Year Level / Time*	Parent's Role and Student's Task
Years 4 – 6: 1 – 1.5 hours daily	<ul style="list-style-type: none"> ✓ Parent supervises their child whilst the student actively revises the Manzil. <ul style="list-style-type: none"> ○ (1 Juzu: 20 minutes). ✓ Parent listens to their child's complete revised Manzil. <ul style="list-style-type: none"> ○ (1 Juzu: 20 minutes). ✓ Parent supervises their child whilst the student completes the memorisation of the Sabaq. <ul style="list-style-type: none"> ○ (1 page: 20 - 30 minutes) ✓ Parent listens to their child's Sabaq. <ul style="list-style-type: none"> ○ (1 - page) ✓ Parent signs their child's Record Book upon completion. ✓ Parent to check/discuss their child's class performance in relation to the Sabaq, Sabqi and Manzil, as per the daily entries made in the Record Book.
Years 7 & 8: 1 – 1.5 hours daily [Students still memorising]	<ul style="list-style-type: none"> ✓ Parent supervises their child whilst the student actively revises the Manzil. <ul style="list-style-type: none"> ○ (1 Juzu: 20 minutes). ✓ Parent listens to their child's complete revised Manzil. <ul style="list-style-type: none"> ○ (1 Juzu: 20 minutes). ✓ Parent supervises their child whilst the student completes the memorisation of the Sabaq. <ul style="list-style-type: none"> ○ (1 page: 20 - 30 minutes) ✓ Parent listens to their child's Sabaq. <ul style="list-style-type: none"> ○ (1 - page) ✓ Parent signs their child's Record Book upon completion. ✓ Parent to check/discuss their child's class performance in relation to the Sabaq, Sabqi and Manzil, as per the daily entries made in the Record Book.

Year Level / Time	Parent's Role and Student's Task
<p>Years 7 & 8: 1.5 – 2 hours daily [Students who have completed their memorisation and started their revision]</p>	<ul style="list-style-type: none"> ✓ Parent supervises their child whilst the student actively revises the first Juzu of Manzil. <ul style="list-style-type: none"> ○ (1 - Juzu: 20 minutes) ✓ Parent listens to their child's fully revised first Juzu of Manzil. <ul style="list-style-type: none"> ○ (1 - Juzu: 20 minutes) ✓ Parent supervises their child whilst the student actively revises the second Juzu of Manzil. <ul style="list-style-type: none"> ○ (1 - Juzu: 20 minutes) ✓ Parent listens to their child's fully revised second Juzu of Manzil. <ul style="list-style-type: none"> ○ (1 - Juzu: 20 minutes) ✓ Parent supervises their child whilst the student completes the revision of the Sabaq. <ul style="list-style-type: none"> ○ (Quarter Juzu / Half Juzu / One Juzu: 5 – 20 minutes) ✓ Parent listens to their child's Sabaq. <ul style="list-style-type: none"> ○ (Quarter Juzu / Half Juzu / One Juzu: 5 – 20 minutes) ✓ Parent signs their child's Record Book upon completion. ✓ Parent to check/discuss their child's class performance in relation to the Sabaq, Sabqi and Manzil, as per the daily entries made in the Record Book.

*NOTE: Suggested timings outlined for the daily homework task is a general guide and is subject to the individual student's performance. Moreover, with some slight variances between the male and female Hifz departments, the required daily homework duration may vary, particularly for students doing their revision [Muraja'a].

Hifz Assessment Policy

Rationale

Effective and consistent assessment requires the continuous process of obtaining data on student performance to facilitate and contribute positively to growth and learning. Therefore, comprehensive assessment of student performance aids in establishing open communication, helps to improve student learning, assists in establishing future direction and helps to identify those in need of support and assistance.

Aims

- To assess and improve student performance accurately and consistently on an ongoing basis.
- To review and improve teaching and learning practices.
- To provide valid and reliable information to the school, parents, teachers and students.
- To ensure student results are just and fair.

Implementation

Assessment of the Sabaq:

Students will be given one opportunity to satisfactorily read their daily Sabaq. A Sabaq is deemed to be satisfactory if it is recited by the student with no confusions or mistakes and with proper Tajweed rules.

The following measures will be applied on a termly basis for a student who does not satisfactorily pass the Sabaq or if the Sabaq is not ready on time:

- the student will repeat the same Sabaq the following day, hence a new Sabaq is not given that day;
- on the second occasion of failing the same Sabaq or another Sabaq, the student's parent will be contacted by the teacher to discuss the student's performance;
- on the third occasion, the student's parents will be required to attend an interview with the coordinator and the teacher to further discuss the student's performance; and
- on the fourth occasion, the student's case will be referred to the Hifz Coordinator and the Head of School for a review. The review may necessitate devising an Individual Hifz Learning Plan which will be endorsed by all stakeholders, including the relevant Head of School / Principal.

Assessment of Sabqi:

A Sabqi is deemed to be satisfactory if it is recited by the student with a maximum of **two confusions and one mistake**. Any student who does not satisfactorily pass the Sabqi will not receive a Sabaq the following day.

The student will utilise the Sabaq allocated time to revise the Sabqi. This may result in the student not completing the set curriculum for a given year, if the student frequently misses out on being eligible for the daily Sabaq.

Assessment of Manzil:

A Manzil is deemed to be satisfactory if it is recited by the student with a maximum of **three confusions and two mistakes**. Any student who does not pass the Manzil on the first occasion, they will still receive a Sabaq the following day. If the student does not satisfactorily pass the Manzil the second day, the student will not receive a Sabaq for the subsequent day. This is to provide the student with protected time to revise the weak Manzil.

The same sequential procedure outlined under the Sabaq is applied in situations where the student fails the Sabqi and/or Manzil.

Eligibility for Qualifying for the Hifz Certificate

Students will only be deemed eligible to graduate from the Co-Curricular Hifz Program if they meet the following criteria:

1. Satisfactorily memorised the 30 parts (Ajzaa') of the Holy Quran and recited them to the teacher
2. Satisfactorily completed the complete revision cycle (Muraja'a) which includes reciting the whole Quran in the following breakdown:
 - Quarter of a Juzu' full cycle
 - Half a Juzu' full cycle
 - One Juzu' full cycle
 - Three Ajzaa' full cycle
 - Five Ajzaa' full cycle
 - Ten Ajzaa' full cycle
3. Satisfactorily pass the final examination.

Students who fail to meet the minimum benchmark result in the final exam may be given an opportunity to sit a supplementary exam at a later date, determined by the Hifz Department.

Student Intervention and Progress Monitoring

Teachers will be monitoring students' performance on an ongoing basis as per the measures outlined in the Assessment Policy. However, timely intervention is necessary where a student is identified of falling behind the memorisation schedule by **one Juzu**. In this situation, the teacher is expected to refer the case to the Hifz Coordinator. In collaboration with all stakeholders, an Individual Hifz Learning Plan will be devised for the student and endorsed by the relevant Head of School / Principal.

BY-POLICIES OF THE HIFZ PROGRAM

Student Record Book

- Every student will be provided with a Record Book from the school.
- The Sabaq is given to each student must be marked in the student's Quran with the date corresponding date.
- Students are expected to revise their Sabaq, Sabqi and Manzil for the following day. The next day's Sabaq, Sabqi and Manzil must be written in the student's Record Book for the parents' reference.
- Parents are required to sign the Record Book daily, after the student completes the daily homework tasks.

Compulsory Student Attendance

- Students are required to arrive to school by 7:45am every morning from Monday-Friday, and at 9:00am on Saturdays.
- Saturday classes are held during each school term between 9:00am – 1:00pm.
- Evening classes are held onsite during each school term from Monday-Friday between 3:30pm – 5:30pm for the males and online between 4:30pm – 5:30pm for the females. These times are subject to change as deemed necessary by the school.
- Hifz classes will continue to run during the first week of each term break, and for the first two weeks of the Term 4 summer break.

These arrangements are subject to change. Students and parents will be informed in advance as far as practically possible.

Remote Learning

In the occasion where remote learning is declared by the school, the Hifz teachers will allocate a daily schedule for their students whereby every student is given protected time to recite the required parts to their teacher.

Students must attend to their daily Hifz tasks as per the timings and periods allocated during regular onsite learning. Students must adhere to the Online Student Code of Conduct Policy during a remote learning period. The remote learning arrangement is subject to change / amendment as deemed appropriate by the school.

HIFZ AWARD POLICY

The Hifz Award Policy consists of five award categories:

1. Achievement Award
2. Improvement Award
3. Ahead of Curriculum Award
4. Mukammal Award
5. Consistent Effort Award

Achievement Award

- The Achievement Award is awarded to three students of a single class per term who achieve the highest three scores in their overall score, based on their termly report. The award consists of a certificate and a prize.

Improvement Award

- The Improvement Award is awarded to one student per term who has improved in his/her performance throughout the term. Improvement can also be determined based on the student's level of commitment. The award consists of a certificate and a prize.

Ahead of Curriculum Award

- The Ahead of Curriculum Award is awarded to any student that exceeds the curriculum on a termly basis by a minimum of one Juz. The award consists of a certificate and a prize.

Mukammal Award

- The Mukammal Award is awarded to any student who passes their Mukammal after the first attempt of being tested. The award consists of a prize.

Consistent Effort Award

The Consistent Effort Award is awarded to:

- Students who pass their Sabaq, Sabqi and Manzil 4 days in a week qualify for a star. (1 week)
- Students who receive 3 stars qualify for a ribbon and a prize. (3 weeks)
- Students who receive 6 stars qualify for a certificate and a \$10 gift card. (6 weeks)
- Students who receive 9 stars qualify for a second ribbon and a second prize. (9 weeks)
- Students who receive 4 certificates qualify for a trophy at the end of the year. (4 Terms)

STUDENT INTAKE AND APPLICATION PROCESS

Conditions of Entry and Student Entry Level:

Whilst the Hifz Program commences in **Grade 4**, the application process commences in **Grade 3** as per the following sequential phases.

Phase 1	
Beginning of Term 2	Parents submit an Expression of Interest form. Thereafter, parents will be provided with the Overview of the Co-Curricular Hifz Program along with the Application for Enrolment form.
End of Term Two	<ul style="list-style-type: none"> ▪ A study habit feedback report outlining the student's overall approach to work is provided to the Principal by relevant teachers. ▪ Semester Two academic results are reviewed. It is expected that the student achieves a minimum of 70% in English, Mathematics, Science and Humanities.
Phase 2	
Mid-Term Three	<ul style="list-style-type: none"> ▪ The student will be assessed on the open book recitation of the Quran. ▪ The student will be assessed on the satisfactory memorisation of Juzu' 30.
Mid-Term Four	The student will be assessed on the satisfactory memorisation of Juzu' 29.
End-Term Four	<p>Parents will be notified of the outcome for their child's application.</p> <p>Note: Due to the limited spaces available, student approval is based on a ranking system and not solely by satisfying the program entry requirements.</p>